



JOB POSTING

Technical Assistant, Construction Monitoring

INTERIM APPOINTMENT

(INTERIM APPOINTMENT EXPIRES SEPTEMBER 30, 2017)

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking eight (8) Technical Assistant, Construction Monitoring positions to serve in the Sandy Recovery Division. A new interim division is to begin operations immediately and expected to remain operational through September 30, 2017.

POSTING NUMBER:	HR-0056	ISSUE DATE:	April 5, 2013
TITLE:	Technical Assistant, Construction Monitoring	CLOSING DATE:	April 19, 2013
DIVISION / UNIT:	Sandy Recovery Division Codes and Standards Regional Sandy Assistance Offices	SALARY RANGE:	\$15: \$38,394.65 - \$53,921.27
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	STATEWIDE
POSITIONS:	8		

DESCRIPTION OF MAJOR DUTIES:

Under supervision in the Office of Regulatory Affairs maintains various control records to identify status of building projects under construction, assists supervisor in coordinating project activities with office staff and other departmental units. Replies to email or telephone requests for information; does other related duties as required.

REQUIREMENTS:

EXPERIENCE:

Three (3) years of experience with an engineering, architectural, or construction company or a government agency in the coordinating or monitoring of various phases of work through the review of plans, agreements, purchase orders, records, and correspondence.

NOTE: Formal college education may be substituted for work experience on a basis of thirty (30) hours of engineering or architecture subjects for two (2) years of experience.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0056
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer